	PARADISE VALLEY POLICE GENERAL ORDER	Order Number **41.70**
	Policy for Automated License Plate Recognition/Reader Systems	Date **05-15-17**

41.70 Policy for Automated License Plate Recognition/Reader Systems

This General Order provides Department employees with guidelines on the deployment, data storage and retention, and associated uses of license plate recognition (LPR) systems, commonly known as license plate reader systems. It is the policy of the Department that the LPR system and captured data will be used in strict accordance with Department policy and procedures, training, and applicable Federal and State law.

The LPR system automates a process that, in the past, was conducted manually by police officers: license plate by license plate. The LPR system is an automated information technology that is both non-discretionary and non-discriminatory with the efficiency for quick scanning and matching capabilities.

41.70.1 Definitions

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate

Fixed LPR system: LPR cameras permanently affixed to a structure such as a pole or faux cacti.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest which may include vehicles associated with subjects that have felony or misdemeanor warrants for arrest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including, but not limited to, stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually, pursuant to approved procedures, add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the LPR system.

LPR: License Plate Recognition/License Plate Reader

Mobile LPR system: LPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g. magnet-mounted), to a law enforcement vehicle for mobile deployment.

OCR: Optical Character Recognition

Portable LPR system: LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed such as a traffic barrel or speed radar sign.

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system

41.70.2 Department License Plate Readers

A. General
1. LPR systems and associated equipment and databases are authorized for official public safety purposes only. Misuse of this equipment and associated databases or data is prohibited.

2. The use of LPR systems is restricted to public safety–related missions of this agency. LPR systems and LPR data and associated media are the property of this agency and intended for use in legitimate law enforcement purposes, such as when the data relate to a specific criminal investigation or department related civil or administrative action.

3. LPR data collected by fixed or mobile LPR cameras will include the alphanumeric characters of the plate, date, time and GPS location of the read. Although a license plate may be linked or otherwise associated with an identifiable person, this potential can only be realized through a distinct, separate step. The linking of vehicle plates to individuals shall only occur, when necessary for official law enforcement purposes, through a formal police investigative process.

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B. Administration

1. The Support Services Lieutenant is responsible for the oversight of LPR system deployment, to include, but not limited to an annual review and update (as appropriate) of LPR policies, conducting reviews on user access and usage as necessary, and ensuring LPR training, including policy review, is being conducted on an annual basis.

2. Designated personnel with appropriate training shall check the equipment on a regular basis to ensure functionality and camera alignment. Any equipment that is in need of repair shall be removed from service, as necessary, until repairs have been made.

3. LPR system repairs, hardware or software, shall be made only by agency-authorized sources.

C. License Plate Reader System Usage

1. LPR operation and access to LPR collected data shall be for official agency purposes only.

2. Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to access LPR data on the server and will do so only with the User ID and password assigned to them.

3. Prior to utilizing a mobile or portable LPR system, officers shall inspect such devices for any physical damage and ensure the device is in working order. Any problems affecting the use of the LPR will be reported to the officer's immediate supervisor. The supervisor will ensure that any LPR needing service is reported to the Support Services Lieutenant and PD IT via "PD Vehicle Maintenance" group. The supervisor shall supply the officer with a different vehicle, if one is available. Fixed LPR locations will be managed as necessary upon notice of a system failure.

4. LPR Alerts/Hits. Prior to initiation of a vehicle stop, an officer shall:
   a. Visually verify that the vehicle plate number matches the plate number read by the LPR system, including the alphanumeric characters of the license plate and the issuing state.
   b. Verify the current status of the plate through an MVD query when circumstances allow.

c. In cases of arrest warrant hits, verify the current status of the warrant through an NCIC/ACIC query when circumstances allow.

d. In cases of arrest warrant hits, verify that the driver or an occupant's physical characteristics closely match the description of the person identified in the warrant.

5. Hot lists may be updated manually, consistent with written protocols, by authorized users trained in the use of the equipment for documented law enforcement purposes.

6. Searches of historical data within the LPR system must be based upon an established criminal predicate and follow approved departmental policies and procedures.

41.70.3 Data Sharing, Dissemination and Public Records

1. LPR data shall be treated as confidential for official use only and may be shared with other law enforcement agencies only for their legitimate law enforcement purposes. A record of information released to other agencies will be kept.

2. LPR data and related information may be shared with the public, if and only if, it will assist to further an ongoing law enforcement investigation, which may include locating a missing person. In such specific circumstances, all available measures will be taken to protect the release of information or data not related to the investigation, including to protect the privacy of those not subject to any investigation but relating to whom LPR data may have been collected.

3. To protect individual privacy rights, LPR data will not be released to a private citizen, except as may be required by law.

41.70.4 Accountability and Retention

- Retention of LPR Data will be stored in the Department's LPR Server or appointed server for a period of no more than twelve months. Thereafter, it shall be purged unless it has become, or if reasonable to believe it will become, evidence in a criminal investigation. In those circumstances, the applicable data should be downloaded from the server onto portable media and impounded as evidence. Case files containing LPR data can be shared with prosecutors as permitted by law.

- If it has been determined to be reasonable to maintain the LPR data beyond the normal purge date, a formal written request will be made to the Chief of Police through the Support Services lieutenant. The extension may be approved for a period of 30 days. Each subsequent extension, if necessary, must be approved by the Chief.

- The automated purge function is authorized by the Chief of Police and managed by the system administrator (Support Services Lieutenant). Once established, the purge will occur automatically. The purge function can only be changed with authorization from the Chief of Police.

- Access to LPR data is restricted to authorized PVPD members and will be used only for bona fide law enforcement purposes. All data collected will be used in accordance with Department policy, and State and Federal law that appropriately balance the need for the Department to respond to criminal activity and investigations against the legitimate privacy interests of persons operating motor vehicles on the streets of the Town of Paradise Valley.

- The Support Services lieutenant will determine the Department members authorized to access the system on a case by case basis. Persons authorized to use the LPR system and access LPR data under these guidelines requires completion of approved training and is non-transferable to other users.
  - Under no circumstances will an unauthorized person be allowed access to the LPR system.
  - User access violations will be subject to Department and Town disciplinary action, civil penalties, or criminal penalties as applicable.

- All LPR data downloaded to a mobile workstation and server shall be accessible only through a login/password protected system capable of documenting all access of information by name, date and time, consistent with written protocols.